## CONFIDENTIAL

2 July 1953

## REPORT FOR THE WEEK OF 29 JUNE - 3 JULY

To: From:	The Deputy	Directo	r of Trai	ning (	'a)		
From:	Man-gamant				, <b>u</b> )		
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Accomplis	hments						
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Plans							
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policy st	aff in the Off	fice of	Logistics	for W	lednesday 15 J	uly as a	prelude
		July,			of the Cle	r <b>ic</b> al In	duction
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		The Control of the Co	Chief	Manage	ment Training	Divisio	n
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anitized Cop	v Approved for F	Release 2	<b>CNN</b> 2010/02/22	FINEN : CIA-R	TIAI DP55-00166A00	0200040	216-0
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Space problems for the Division is to get air conditioning for that the Cleri will not be moved until air content they will use in Alcott of will have permanent desk space and staff move up to the will have permanent desk space and staff move up to the second of t	Agency Handbook for Secretaries. It is for processing by 15 July.  Space problems for the Division are being is to get air conditioning for Wing C, from that the Clerical Induction will not be moved until air conditioning that they will use in Alcott or Curie F will have permanent desk space in Room and staff move up to the Language with the movernment of the Language with the conditioning and staff move up to the Language with the condition of the Language with the Clerical stance telephone conversations with the language of the language with the language of the language with groups of the language with	Agency Handbook for Secretaries. It should for processing by 15 July.  Space problems for the Division are being resist to get air conditioning for Wing C, Alcott from that the Clerical Induction will not be moved until air conditioning has that they will use in Alcott or Curie Halls. will have permanent desk space in Room 1301 F and staff move up to the Language Lat We have definitely washed out as a candidate for a position in the Clerical long-distance telephone conversations with he GS-9, reported for duty of July BIC(I) Course. Is one of that we have brought into the Division; we have over the position of Chief, Clerical Treplans  Management training, especially the Human Rest to the DDA Training Officers meeting on Fride An appreciation meeting on the H. R. Program policy staff in the Office of Logistics for we to commencing the program with groups of super After her marriage on 4 July, staff will be	Agency Handbook for Secretaries. It should be in final for processing by 15 July.  Space problems for the Division are being resolved. The is to get air conditioning for Wing C, Alcott Hall. It is from that the Clerical Induction people in the will not be moved until air conditioning has been installed that they will use in Alcott or Curie Halls.  will have permanent desk space in Room 1301 Eye Building as and staff move up to the Language Laboratory space.  We have definitely washed out as a candidate for a position in the Clerical Training Brail Long-distance telephone conversations with her from  GS-9, reported for duty on 1 July and 6 July BIC(I) Course. is one of the most promit that we have brought into the Division; we hope that she we take over the position of Chief, Clerical Training Branch,  Plans  Management training, especially the Human Resources Program to the DDA Training Officers meeting on Friday 10 July.  An appreciation meeting on the H. R. Program has been sche policy staff in the Office of Logistics for Wednesday 15 July to commencing the program with groups of supervisors in the After her marriage on 4 July.  Of the Clerical Training	are rapidly nearing the completion of Agency Handbook for Secretaries. It should be in final form and for processing by 15 July.  Space problems for the Division are being resolved. The top prior is to get air conditioning for Wing C, Alcott Hall. It is my und from that the Clerical Induction people in the D Street will not be moved until air conditioning has been installed in the that they will use in Alcott or Curie Halls.  will have permanent desk space in Room 1301 Eye Building as soon a and staff move up to the Ianguage Iaboratory space.  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